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6 August 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Training Course for Technical Officers (Contract Overrun)

25X1A

The Contracting Officer for the contract awarded to [redacted] has received from Harbridge House (one of the unsuccessful bidders) a request for a "debriefing" on the award. The Harbridge representative appeared to be perturbed over their failure to receive the contract.

The Contracting Officer has all of the data necessary to answer the inquiry and is of the opinion that the matter can be handled routinely.

25X1A

A meeting with the [redacted] has been scheduled for Monday, 9 August. At this meeting, they will be given basic Regulations, Handbooks, and other material related to the Agency's procurement authorities, organization, and procedures for their perusal as a necessary first step before commencing the development of relevant, course material.

2. Field Finance and Logistics

Of the 14 students who completed the Logistics portion of the course on 26 July, two received grades of "Outstanding," eight were "Strong," two were "Proficient," one was "Marginal," and one received an "Incomplete," which is to be made up before departure to an overseas post. Eleven of the students have overseas assignments.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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25X1A

25X1A The Office of Finance has designated [] and [] as emergency standby instructors for the Finance part of the course. Both have served as instructors in this subject.

3. Administrative Procedures

25X1A One day's special training in cable and dispatch procedures was given to a CS employee scheduled to leave on a PCS assignment to [] by the middle of the month.

4. Clerical Training

Of the 291 questionnaires sent on 16 July to former students of the Clerical Induction and Orientation classes, roughly 60 percent have been filled out and returned. Follow-up on students who have not yet responded will begin on 9 August. In the meantime, replies are being analyzed and tallied as they are received.

25X1A Miss [] will report for duty as an instructor in Clerical Training on 23 August.

B. MANAGEMENT TRAINING

1. OTR Delphi

Round #3 questions have been sent out. Responses are due no later than Friday, 6 August. With the completion of this Round, the Respondents' job is completed.

2. Fundamentals of Supervision and Management

25X1A A request for a special running of this course for some fifteen employees [] has been made by Mr. [].
25X1A Our schedule for FY '72 is very tight, but we will attempt to work something out.

3. Federal Executive Institute Seminar

25X1A [] attended a Training and Management Development Seminar, 25-30 July, at Federal Executive Institute in Charlottesville. The subject matter ranged from discussions about a Government-wide


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Executive Development Program to be launched as a joint effort of the Civil Service Commission and the Office of Management and Budget to the problems of evaluation of training courses and job-rotation. The relatively new breed of manpower specialists and career development officers were well represented - this "type" appears to be a kind of amalgamation of the functions and duties of a personnel officer and a training officer; only the older men (circa WWII) had had experience as trainers or personnel officers.

4. MEDC

Student critiques from the recently completed Midcareer course rated the evening with Colonel White as the most "appreciated" special event of the entire course. His observations on the "current scene" in the Agency coupled with reminiscence of Agency personalities and events seemed a perfect balance.

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Acting Chief, Support School, OTR

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